



APPLICATION COMPLETENESS CHECKLIST

NJPDES/Discharge of Residuals

Categories E, V, D, Z and 04

TO HELP US PROCESS YOUR APPLICATION MORE EFFICIENTLY, PLEASE PROVIDE ALL ITEMS LISTED BELOW.

This checklist is provided to you as guidance for completing an application for a new permit, renewal, revocation and reissuance, or modification under category E, V, D, Z and 04. Should you have any questions, please contact the Bureau of Pretreatment and Residuals, at (609) 633-3823. Be sure to read all instructions and to answer all questions when filling out the application forms. If an item is not applicable, enter "N/A" or a similarly appropriate response.

ALL APPLICANTS SHALL SUBMIT THE FOLLOWING:

- ☐ **FORM NJPDES – 1**
Instructions are provided with the form.
- ☐ **FORM R (COMPLETE APPLICABLE PARTS)**
 Part A - General Information (All Categories)
 Part B - Generation or Preparation (All Categories)
 Part C - Environmental Assessment (All Categories, as applicable. Refer to Technical Manual.)
 Part D - Land Application of Residual (Categories E, V and D)
 Part E - Surface Disposal (Category 04)
 Part F - Out-of-State Generators (Applies only to out-of-state generators regardless of category)
 Part G - Residual Transfer Station (Category Z)
 Part H - Reed Beds (Category 04)
 Part I - Certification (All Categories)
- ☐ **PINELANDS CERTIFICATE OF FILING (IF APPLICABLE)**
- ☐ **STATEMENT OF CONSISTENCY WITH DISTRICT SLUDGE OR SOLID WASTE MANAGEMENT PLAN (IF APPLICABLE)**

IN ADDITION TO THE ABOVE, APPLICANTS PROPOSING: 1) A NEW DISCHARGE; 2) AN INCREASE IN RESIDUALS, 3) A CHANGE IN LOCATION, 4) A CHANGE IN METHOD OF DISCHARGE, OR 5) A CHANGE IN STORAGE FOR AN EXISTING DISCHARGE SHALL SUBMIT THE FOLLOWING:

- ☐ **EVIDENCE OF PERMIT APPLICATION SUBMISSION TO THE AFFECTED SEWERAGE ENTITY(IES) AND MUNICIPALITY**

Submit copies of the signed and dated notices that were sent along with the application to the affected sewerage entity(ies) and municipality via "Certified Mail-Return Receipt Requested" or by other means, and copies of the dated certified mail return receipts or other means of verification of receipt.

NOTE: Prior to submission of an application to the Department, the permittee shall submit the following to the affected sewerage entity(ies) and municipality in accordance with N.J.A.C. 7:14A-4.3(a)13:

1. A copy of the application.
2. A written notice (certified mail return receipt requested or by other means which allows verification of the fact and date of receipt) that the sewerage entity(ies) and municipality must submit to the

Department written comments regarding or objections to the proposed discharge or activity within 30 days of receipt of said notice. (These comments shall be considered by the Department in determining whether to issue a draft permit in accordance with N.J.A.C. 7:14A-15.6.)

NEW DISCHARGERS—PRE-APPLICATION MEETING

New dischargers should contact the Bureau of Pretreatment and Residuals at (609) 633-3823 to schedule **a pre-application meeting** to determine specific technical requirements.

MODIFICATION TO EXISTING PERMITS:

Applicants applying for a modification to their existing permits shall contact the Bureau of Pretreatment and Residuals at (609) 633-3823 to determine the appropriate application form requirements.

COMPLETE AND SUBMIT ONE ORIGINAL AND ONE COPY OF THE APPLICATION TO:

New Jersey Department of Environmental Protection
Division of Water Quality
Bureau of Permit Management
Attn: Administrative Review Unit
P.O. Box 029
Trenton, New Jersey 08625-0029

Please note that additional technical information based on site specific conditions may be required by the Department pursuant to N.J.A.C. 7:14A-2.12(b) and N.J.A.C. 7:14A-4.3(e).